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CODIB-SCC-M-4  
13 December 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Subcommittee on Classification

Minutes of Fourth Meeting, 6 December 1961

MEMBERS PRESENT:

ARMY - Major Sarah Sanders  
NAVY - Miss Nora Jean Parman  
AIR - Col. Edmond Gouaze  
NSA -

CIA -

OTHERS PRESENT:

AIR - Mr. John Mosenthal  
Mr. Charles Stein  
CIA -

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1. The minutes of 24 May 1961 meeting were approved as written.
  2. The Chairman explained that it was necessary to reprint the ISC to meet the demand for additional copies and wanted the subcommittee to approve the format of the reprint as well as the changes, additions, and deletions which had been proposed since the last amendment.
  3. All concurred with having the ISC reprinted from IBM listings as shown by the sample pages which were attached to the agenda for this meeting.
  4. After a lengthy discussion of the proposed changes, Lt. Col. Gouaze proposed that the CIA and Air Force working members meet and agree as to what changes, including some Air Force changes not previously proposed, could be worked into the new issue without unduly delaying the publication date. All members agreed to this proposal.

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5. It was agreed to include a general statement in the Introduction of the ISC on the application of the primary and secondary area rules for indexing area relationships of specific subjects. The Air Force member was concerned with the specific area rules already listed in the ISC which conflicted with the proposed definitions and how revising them to conform would complicate the retrieval operation in their [REDACTED] system. It was pointed out to Col. Gouaze that only a very few (10 or less) specific codes were affected and the impact on the [REDACTED] retrieval operations should not be significant. He stated he would look into the number of such "conflicts" and if 10 or less, he would agree to these changes. [REDACTED] stated that not only did she think the statement in the Introduction regarding the application of Area Rules was necessary for developing uniformity in application, but that other statements covering the use of scope notes, definitions, and cross references should be included as well. The Chairman invited [REDACTED] and all the others present to submit in writing at any time any constructive suggestions for revisions of any part of the ISC.

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6. The members agreed that the printed cover of the present ISC would be appropriate to copy for the reprinted issue.
7. The members submitted their copy requirements for the reprinted issue of the ISC as follows:

Army	-	300	NSA	-	7
Navy	-	500	CIA	-	100
Air Force	-	450	Extra copies	-	1,138
State	-	5	Total	-	2,500

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8. Miss Parman questioned the use of the miscellaneous "Other" subject breakdown versus the overall "General" subject heading. [REDACTED] advised that the ISC provided for the general aspects of a subject to be coded with the main subject and the specific aspects not actually specified under the general heading in the "Other" category. He further stated that if entries in the "Other" category became too voluminous, a specific code (or codes) would be added.
9. Copies of ONI's procedure for recording Longitude and Latitude on punched cards were passed out to the members for their information.

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[REDACTED]  
Secretary